

Managing Health Records (HREC)

Introduction

Maintaining records of all of your clinical interactions with air crewmembers is critical. The Health Records (HRECS) folder is the primary repository for tracking aircrew members' medical history.

After completing this lesson you will be able to:

- Assist in management of HRECs
- Identify regulations governing the HRECS
- Define the HREC
- State responsible parties for maintaining the HREC
- Describe the proper filing of the HREC

HREC Regulations

What regulations govern HRECS?

- AR 40-66, Ch. 5 governs the creation, utilization, and maintenance of the HREC.
- AR 40-501, Ch. 6 and AR 600-105, Ch. 4 refer to the need to maintain the HREC.

Purpose of HREC

What is the purpose of the HREC (IAW AR 40-66, Ch. 5-1a&b)?

- It is a treatment and dental record that is permanent, continuous (longitudinal), complete, and concise.
- It provides medical/dental history that is used for patient care, medicolegal support, research, education, and aid in determining: military: retention, utilization, physical fitness, eligibility for benefits, and mobilization.

Custodian of HREC

Who is the custodian of the HREC?

- IAW AR 40-66, Ch 5-26, HRECs are filed at the respective servicing MTF or DTF.
- If the unit is remotely assigned, such that there is no servicing MTF or DTF, the unit's commander (or a representative) is the authorized custodian of the HRECs.

Maintaining HREC

Who maintains the HREC?

- Patient Administration records clerks are responsible for filing the various medical forms IAW AR 40-66, Ch. 5-4 in an order that facilitates access to the medical information.

FS Tip:

- Every healthcare provider that comes in contact with patient over time is collectively responsible for ensuring the patient has a comprehensive longitudinal permanent record so that future healthcare providers can follow the medical care given.
- Periodically, the RFS should randomly review a respective number of aviation personnel HRECs to ensure the medical forms (particularly the aviation-specific forms) are properly maintained. Any deficiencies should be addressed with the appropriate personnel, noted for record and corrected.
- The ARMS team will inspect and validate that the aviation-specific forms are properly maintained in the HRECs.

Proper Filing of HREC

How is the HREC properly filed?

- Alphabetically or by terminal digit.

HREC Form Placement

Where do forms go in the HREC (DA Form 3444—2-part folder, DA Form 8005—4-part folder)?

Two types of HREC folders, also called medical treatment jackets, exist:

- the two-part DA Form 3444
- The four-part DA Form 8005.

Proper filing:

- Forms are filed differently in each type of folder.
- Medical forms must be filed in their appropriate sections and in a specified sequential order IAW AR 40-66, Ch. 5-26 and Ch. 4.
- Keep all like forms together, with the most recently dated forms on top of the earlier dated forms.

This table lists the forms most often used by flight surgeons. The table describes where forms are to be placed for each respective folder and in which order for each section, with 1 being on top and higher numbers/letters filed below).

	DA Form 3444 (2-Part)	DA Form 8005 (4-Part)	
DA 4186	Left-1	Part II-1	Aviation Specific
AMS	Left-2	Part II-2	Aviation Specific
USAAMA Waiver	Left-3a1	Part II-3a1	Aviation Specific
Waiver Authority	Left-3a2	Part II-3a2	Aviation Specific
C3 FS Memo	Left-3b1	Part II-3b1	Aviation Specific
C3 ACM Memo	Left-3b2	Part II-3b2	Aviation Specific
SF 546-557 (labs)	Left-4	Part I-1	Generic
SF 519 (x-ray)	Left-5	Part I-2	Generic
OF 520 (ECG)	Left-6	Part I-3	Generic
SF 600 (progress note)	Right-1	Part II-4	Generic
SF 558 (ER visit)	Right-2	Part II-5	Generic
SF 513 (consult)	Right-3	Part II-6	Generic
DA 2161 (Civilian Consult)	Right-4	Part II-7	Generic
DA 199 (PEB)	Right-5	Part III-1	Generic
DA 3349 (Profile)	Right-6	Part III-2	Generic
DA 4497-R (abbreviated PE)	Right-7	Part II-8	Aviation Specific
SF 2808/88 (physical)	Right-8	Part II-9	Generic
SF 2807/93 (history)	Right-9	Part II-10	Generic

FS Tip:

- Note that the 4 part jacket is different from the 2 part jacket in that the DA 4186 (and associated correspondences) is moved from the left side to Part II and that the profile forms are moved from the right side to Part III.

- There are digital CHCS equivalents that don't quite match the fit and form of the printed medical forms

Accessing HRECS

Two types of HREC folders, also called medical treatment jackets, exist:

- HRECs for flight personnel used to be filed separately from other active duty HRECs. This gave the unit flight surgeon easy access to the HRECs for deployment or for AC mishap purposes.
- Although filing flight status HRECs separately is no longer required, you still need to have easy access.
- The MTF custodian usually puts restrictions on getting into the HREC room, but you can work an SOP with the servicing MTF to have access to the HREC room (especially after hours) or a method by which MTF PAD technician can get you what you need when you need it.
- For the ARMS, you need to know who is responsible for filing HRECs and how it is filed. A custodian should be appointed and an access roster should be available